

# **WGBY, SPRINGFIELD, MASSACHUSETTS**

## **EEO PUBLIC FILE REPORT**

(Dec 1, 2007 through November 30, 2008)

### **RECRUITMENT SOURCES USED FOR FULL-TIME VACANCIES**

Appendix A is a list of schools and minority organizations that receive postings for all full-time vacancies. Along with that list, the following sources are used for recruitment:

- Help Wanted Advertisements in The Sunday Republican
- Craigslist.org
- Getajob.cc
- WGBY Web Site
- MassLive.com
- Monster.com
- WGBY Internal Postings

### **FULL-TIME POSITIONS FILLED**

PBS TeacherLine Coordinator  
(Hiring Source- The Republican)

### **RECRUITMENT SOURCES USED**

All sources listed in Appendix A, The Sunday Republican, WGBY Web Site, MassLive.com, Monster.com, Craigslist.org, Getajob.cc and WGBY Internal Postings.

### **TOTAL INTERVIEWEES FOR FULL-TIME POSITIONS**

2 persons

### **NUMBER OF REFERRALS FROM SOURCES USED**

WGBY Web site – 0	Other Internet Web site - 0	Unknown – 0
Online – 0	Employee Referral – 0	Newspapers – 0
Internal Candidate - 0	Newspaper Advertisement – 2	

## **WGBY 2006 EEO Public File Report Appendix A**

Naomi White Afro-American Cultural Center – AIC 1000 State Street Springfield, MA 01109	American International College Career Services 1000 State Street Springfield, MA 01109	Bay Bath College Career Center 588 Longmeadow Street Longmeadow, MA 01106
Berkshire Training & Employ. Program 160 North Street Pittsfield, MA 01201-5	Black Mass Communications Student Union Bldg., Rm. 402 UMass Amherst, MA 01003	Career Point 850 High Street Holyoke, MA 01040
Casa Latina Inc. 140 Pine Street Florence, MA 01062	Community Foundation of West. MA P.O. Box 15769 Springfield, MA 01115	Department of Social Services 1537 Main Street, Suite 4 Springfield, MA 01103
Elms College Career Center 291 Springfield Street Chicopee, MA 01013	Fairfield University 1073 No. Benson Rd. Fairfield, CT 06430-5	FutureWorks One Federal Street, Bldg. 103-3 Springfield, MA 01105
Girls, Inc. P.O. Box 6812 Holyoke, MA 01040	Girls Inc. of Pittsfield 165 East Street Pittsfield, MA 01201	Greenfield Community College Placement Office One College Dr. Greenfield, MA 01301
Hampden County Employ. & Train. Consortium 1176 Main Street Springfield, MA 01103	Holyoke Community College Career Services 303 Homestead Ave. Holyoke, MA 01040	Jewish Community Center of Spfld. 160 Dickinson Street Springfield, MA 01108
Jewish Federation of Greater Spfld. 1160 Dickinson Street Springfield, MA 01108	Junior League of Springfield C/O 64 Sewall Street Ludlow, MA 01056	Lighthouse 1401 State Street Springfield, MA 01109
MA Commission Against Discrimination 436 Dwight Street Springfield, MA 01103	Martin Luther King Community Center P.O. Box 91026 Springfield, MA 01109	Mass. Career Development Institute 140 Wilbraham Road Springfield, MA 01109

Mount Holyoke College Career Development Center South Hadley, MA 01075	Northern Educational Services 67 Mulberry Street Springfield, MA 01105	Kevin Noonan Open Pantry P.O. Box 5127 Springfield, MA 01101
Puerto Rican Cultural Center, Inc. 38 School Street Springfield, MA 01105-1	Puerto Rican Veteran's Association P.O. Box 70185 Springfield, MA 01107	Regional Employment Board 1441 Main Street, Suite 137 Springfield, MA 01103
YWCA Employment Opportunities 1 Clough Street Springfield, MA 01118	Smith College Career Development Office Northampton, MA 01063	Smith College Soc. Work School Northampton, MA 01063
Safe Passage 43 Center Street, # G Northampton, MA 01060-3	Spanish American Union P.O. Box 70192 2335 Main Street Springfield, MA 01107	Springfield Action Committee CARP Program 140 Wilbraham Ave. Springfield, MA 01109
Springfield Technical Community College Office of Disability Services 1 Armory Street Springfield, MA 01105	Springfield Technical Community College Human Services Department One Armory Square Springfield, MA 01105	UMass Employment Options Office University Career Center Amherst, MA 01003
UMass Everywoman's Center Wilder Hall Box 30520 Amherst, MA 01003	UMass Placement Office Amherst, MA 01003	Union Video Center 216 Student Union Bldg. UMass Amherst, MA 01003
United Way of Pioneer Valley P.O. Box 3040 Springfield, MA 01101	University of Massachusetts University Career Center Mather Drive Amherst, MA 01003	Comprehensive Employment Opportunities 285 Dorset Street Springfield, MA 01138
Urban League of Springfield Minority Employment Program 765 State Street Springfield, MA 01109	Valley Opportunity Council 317 Main Street Holyoke, MA 01040	Veteran Center Northgate Plaza 1985 Main Street Springfield, MA 01103
Veteran Community Care Center 583 Main Street Springfield, MA 01109	Western New England College Career & Human Resources 1215 Wilbraham Road Springfield, MA 01119	Westfield State College Placement Office Western Ave. Westfield, MA 01085

WGBH  
Human Resources Department  
125 Western Ave.  
Boston, MA 02134

Work Opportunity Center, Inc.  
Employment Specialists  
P.O. Box 481  
Agawam, MA 01001

YMCA  
275 Chestnut Street  
Springfield, MA 01104

Westover Job Corps Center  
103 Johnson Road  
Chicopee, MA 01022

Abilities Unlimited  
61 Union Street  
Westfield, MA 01086

Franklin Hampshire Career  
Center  
178 Industrial Drive – Suite 1  
Northampton, MA 01060

Futureworks  
1 Federal Street, Bldg 103-3  
Springfield, MA 01105

## **WGBY 2008 EEO Public File Report Appendix B SUPPLEMENTAL OUTREACH ACTIVITIES**

WGBY has been a training center for the Human Resources Unlimited (HRU) Lighthouse program since 1992. Lighthouse is a training program for people with disabilities to learn to help them get back into the work force. Employees are trained in the Administration and Building Maintenance Departments. WGBY was named HRU "Employer of the Year" in September 2000.

WGBY serves as a host agency for an employment training program through the Department of Elder Affairs. The Senior Aid program allows senior aides to be placed in non-profit Host agencies, where they learn and perform necessary, useful work. Senior Aides receive training in the WGBY Special Events department, for a maximum of two years with the hopes of obtaining permanent employment.

WGBY for the first time this year participated in a program with New England Farm Workers called the WIA Youth Program. The programs primary emphasis is to assist youth who no longer attend school in reaching educational goals and training for work readiness. As the host agency we had a youth work at our facility from July 7, 2008 through August 15, 2008 for 20 hours per week learning the ends and outs of working in a non-profit agency.

### **WGBY offers full and part-time, unpaid internships to college students, graduates and career-changers in the following departments:**

#### **THE PRODUCTION INTERNSHIP**

The production internship is a full-time, unpaid internship that provides "hands-on", practical experience in television production. Intensive training takes place the first two weeks of the program with instruction provided by the professional WGBY staff. Interns will be trained in the fundamentals of television production and equipment operation.

## **THE PROGRAMMING INTERNSHIP**

The programming internship is an unpaid internship, with WGBY's Programming Department. Interns experience, first-hand the operations of a local PBS broadcast facility. Programming interns act as assistants to the producers, who are responsible for producing all of WGBY's local programs. Typical assignments include project research, assisting with studio and field shoots, tape logging, operating computer teleprompter, receiving studio guests, correspondence and clerical duties.

**In addition, WGBY participated in community as well as college career fairs targeting students and job seekers interested in internships as well as career opportunities at our company which includes:**

**WGBY-TV participated in 4 job/internship fairs for the period covered. The following is a listing of the job fairs we were present at:**

- CCGS Job Fair – Springfield Technical Community College on April 9, 2008
- MLKCC Family Life Center Job Fair on May 21, 2008
- Project Homeless Connect Job Fair at the MassMutual Center on June 6, 2008
- WGBY In-house Job/Internship Fair on August 31, 2008
- Annual Massachusetts Career Day at Crowne Plaza on September 18, 2008
- Western New England College Internship Fair – October 7, 2008

WGBY-TV participated in participated in a career day event at Turners Falls High School on May 2, 2008. The event was organized to allow businesses to educate students about career opportunities available to them.

